

CONFIDENTIAL

Nov 13, 1952

MISSION AND FUNCTIONS OF THE REPORTS DIVISION, OER

The Reports Division, under the direction of the Assistant Director for Research and Reports and of the Chief for Research, is responsible for supervising the implementation of approved production plans and of requests for intelligence support by providing for an orderly system of project initiation, accounting, and reporting and for reviewing, editing, publishing and disseminating the product of OER research, with certain specified exceptions such as the NIS.

In carrying out these responsibilities D/R:

1. Receives all requests for intelligence support from other offices or agencies and project proposals from the divisions of OER and participates in the planning of OER research programs.
2. In conjunction with OCh/R, approves proposed projects, and issues, in consultation with the producing divisions, production memoranda setting forth the specifications of the reports to be produced.
3. In certain specified areas, provides the channel for intelligence support to other offices of CIA and for joint inter-office publications.
4. Monitors the progress of the research program setting priorities and deadlines; maintains records and issues regular reports; facilitates the interrelationship of research units within OER, and, as directed, coordination with other offices and agencies; in conjunction with St/A, maintains such records and studies of man-hour allocation as may be required.
5. Provides, in conjunction with OCD, for the dissemination of OER publications, including release to foreign governments; exercises a

security check over the release of finished intelligence; maintains files of all ORR issuances and other intelligence materials as directed.

6. Reviews for both content and presentation all ORR publications, with certain specified exceptions; recommends the disposition to be made of each report and the medium to be used for its publication; edits and prepares reports for publication; coordinates with Ch/G for the inclusion of graphic materials; reviews and controls the issuance of working papers; supervises publication of all finished intelligence reports.

7. Maintains a continuing study of editorial and security policies and makes recommendations regarding the nature, format, and dissemination of the various media through which ORR-produced intelligence is issued.

8. Prepares such guides, manuals, and instructions as are needed for the initiation and coordination of projects and for the improvement of reports writing; provides instructions and advice for producing divisions on the preparation of reports.

9. Establishes the editorial standards and maintains production records and files for publications issued by the Ch/G and Ch/R, with the exception of NIS. Edits, publishes, and disseminates EIC publications and ORR contributions to CMC.

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